THE ADS TIMES

A monthly newsletter about the Automated Directives System (ADS)

What's New in the ADS?

A new version of ADS CD was just mailed to the USAID Missions and Washington **Friday, December 28, 2001**. Upon receipt, M/IRM will load ADS CD 25 to the USAID/W CD Tower.

The following Policy Notices were released in December 2001. Policy Notices contain new Agency policy directives and required procedures. They will be included on future ADS CDs and the ADS web site. The Notices were also posted to the USAID Notice database system, which is only accessible to USAID intranet users, at **http://inside.usaid.gov/index_notices.html**. You may also obtain electronic copies by sending an e-mail to **nmailbox@usaid.gov**.

Subject	Date
Fiscal Year 2002 Appropriation	12/26/2001
Fiscal Year 2002 Appropriation	12/18/2001
Issuance of Revised ADS Chapter 101, Agency Programs and Functions	12/14/2001
Pay and Leave Guidance for Closing of Federal Government on Monday, December 24, 2001	12/10/2001
Annual Report Guidance	12/05/2001
Washington, D.C., Area Emergency Dismissal or Closure Procedures	12/05/2001

ADS Training

Wednesday, 01/16/2002, afternoon and Thursday, 01/17/2002, morning, ADS training will be offered. The deadline for signing-up for this class is **Monday, 01/14/2002.** Send your name to **ads@usaid.gov**. This class will show you how to maneuver around and search both the ADS CD and the ADS web site. Additionally, we'll explain what is in the ADS.

Frequently Asked Questions

Questions are welcome. Please send them to **ads@usaid.gov**.

What is the ADS?
The ADS is a directives management program. Agency policy directives; required procedures; and helpful, optional material are drafted, cleared, and issued through the ADS. Agency employees must adhere to these policy directives and required procedures. The ADS replaces the AID Handbook system. The ADS includes ADS chapters, currently active portions of the old Handbooks, Agency Policy Notices, and applicable internal and external references.

What is the revision date noted in the top right-hand corner of an ADS chapter?
Every time a document is changed M/AS/IRD has to prepare it for publication. M/AS/IRD inserts the date that it was finalized for distribution. This date is not the date that new or updated policy directives and required procedure statements became effective.

What is an effective date for ADS material?
This is the date that specific policy directives and/or required procedures within an ADS chapter become effective. Effective dates only change when substantive modifications are made within the document.

Accessing the ADS

There are two ways to access the ADS: (1) the ADS CD and (2) the ADS web site.

ADS CD: Copies of ADS CD 25 were mailed to USAID Missions and USAID/W Friday, December 28, 2001. If you are in a Mission, ask your Systems Administrator about obtaining access to the ADS CD. The ADS CD is accessible to all USAID/W employees via the CD Tower. To access it,

1. Click on the Microsoft Start button.
2. Scroll up to NetApps - Click on NetApps.
3. Click on CDNET.
4. ADS CD is the first CD listed on the left.
5. Highlight ADS CD 25.
6. Click on Run. This opens ADS CD 25.

If you experience difficulty, contact the IRM Help Desk for assistance: (202) 712-1234.

ADS web site: The ADS web site houses ADS chapters, internally created references, Policy Notices, and links to external references. (Series 500 Policy Notices are only available to USAID intranet users.) Currently, the ADS web site does not include the still active AID Handbook chapters. See the ADS CD for these documents. The web address for the ADS is **http://www.usaid.gov/pubs/ads**.